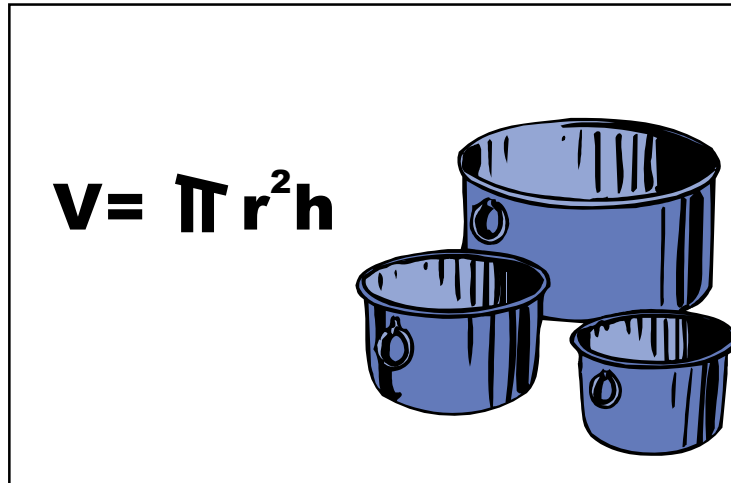


Using the ELMO and Graphics Production

- Prepare at least one ELMO or computer graphic slide.
PAPER DRAWN—Magic marker, colored pens, paper, ruler
COMPUTER DRAWN—Presentation or word processor program

Example: A graphic slide on how we might illustrate the calculation of volume of a cylinder.



Prepare on the next sheet an ELMO slide of an objective. Feel free to draw a simple picture, a formula, phrases, etc. Use colored markers—no pens or pencils please. If available, use a PowerPoint or other presentation software to do the same thing. There are some hints shown below about slides that are hand or computer generated for TV use.

- Avoid white or dark background. (Buff, powder blue, or light pink works great. Avoid red-green).
- Prepare materials in landscape not portrait format. Limit graphic elements from two to five per page.
- Do not use ballpoint pens or standard pencils.
- Use a felt-tip, colored pen to produce large, bold-print, handwritten materials.
- Use your favorite word processing program to prepare overheads. No more than two fonts per page.

- **BOLD 36**
point size is best. Use sans serif typeface.
- All materials should be uniform in size and format to avoid continuous camera zooming and focusing.
- Do not laminate as this causes reflection from overhead lighting.
- Avoid putting too much text on the ELMO—outline formats work best.
- Use a color palette of three or four colors to establish consistency.
- Be sensitive to cultural biases and associations with color.

Using the ELMO and Graphics Production

1. Use your word processing program. Do not use narrow pencils or pens. Use larger, dark markers.

2. Use **BOLD 36** type print, sans serif.



3. All materials should be uniform in size. Keep line spacing even.

4. Keep colors simple. Yellow on blue works best.

5. Do not laminate. Avoid glossy plastics. (Glare!)

6. Avoid too much text. Use outline format.

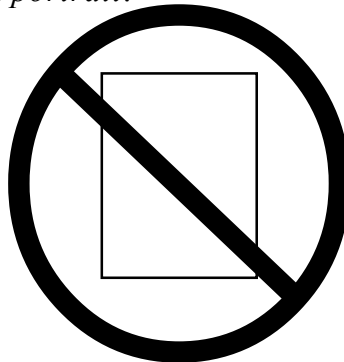
One	Two	Three	Four	Five	Six
One	Two	Three	Four	Five	Six
One	Two	Three	Four	Five	Six
One	Two	Three	Four	Five	Six
One	Two	Three	Four	Five	Six
One	Two	Three	Four	Five	Six

7. Remember 6 x 6. (6 lines of text–6 words per line)

8. Aspect ratio of papers to go on ELMO should be 4 x 3.

Choose *landscape* format instead of *portrait*.

This is called landscape format and is the preferred way of displaying materials on ELMO!
--

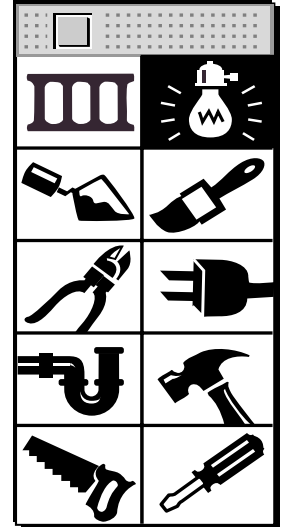


This is called portrait format and should not be used in the EDNET classroom. It won't fit on the TV screen!
--

9. Use color to key in to important subjects.
10. Use script and serif fonts sparingly. Most graphics should be done in **Helvetica** or **Arial**. **This type of narrow serif font is hard to read on TV!**
11. Be sure to check *yur* spelling.
12. Computer presentations should follow the above guidelines.
13. General guidelines:
 - A. Present information visually.
 - B. Minimize details. Write boldly and clearly.
 - C. Remember the AID in VISUAL AID.

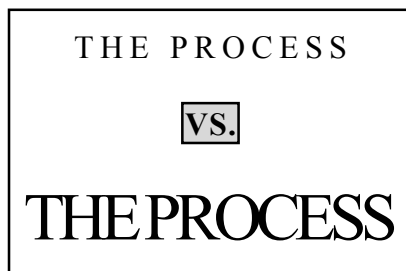
Using the ELMO and Graphics Production

14. Use *italics* and underlining with caution. Difficult to read.
15. Use headings on all slides.
16. Remember that what the students are going to see and hear is going to “come out of” the TV set at their location. Be sure that text is at least an inch tall for every 15 feet away from the monitor.

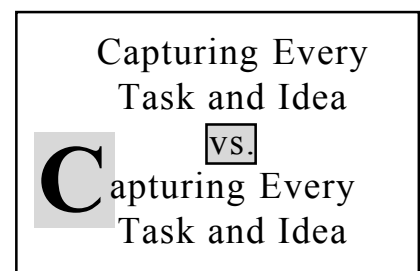


Try these interesting text design ideas:

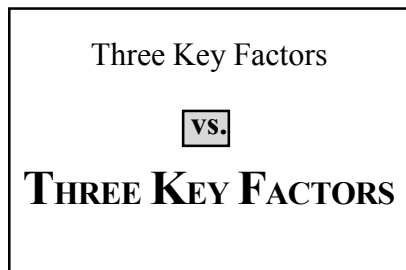
1. TIGHT WIDTH



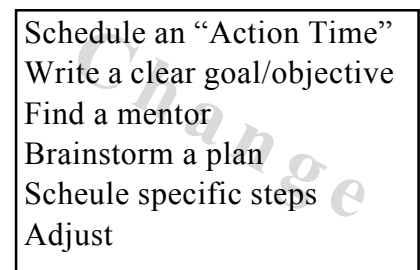
2. DROP CAP



3. SMALL CAPS



4. UNDERSHADING EMPHASIS



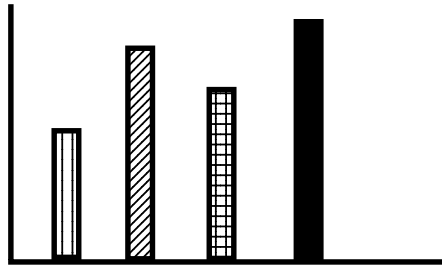
5. LINKING PREFIX



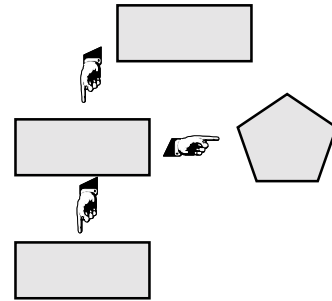
Creating Visual Information



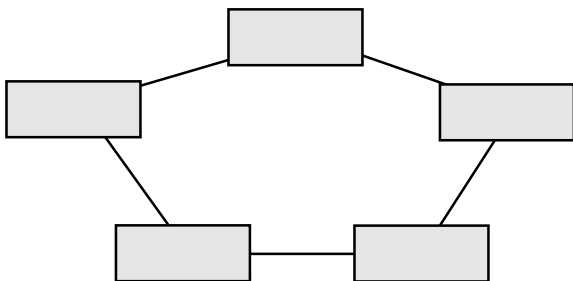
GRAPHS



BAR CHARTS



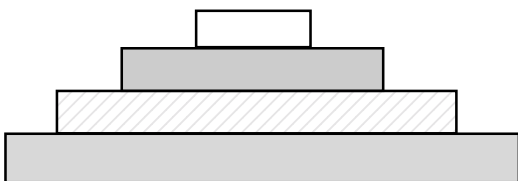
FLOW DIAGRAMS



MODELS

Item #	Test Results for Chemistry Lab #34
1	Tube #1 Had a blue precipitate and it was not soluble in hot hydrochloric acid.
2	Tube #2 Had a greenish white precipitate
3	Tube #3 Had a yellow precipitate and it was soluble in hot hydrochloric acid
4	Tube #4 Had no precipitate.
5	Tube #5 Had no precipitate

TABLES



RELATIONSHIP MODELS



ATTENTION GRABBER

Try to design your graphics with students in mind. Provide menus, helps, and maps that are easy to understand and use. Put yourself in the student's seat and ask yourself:

**Where am I?
Where can I go?
How can I get there?
How do I get out of here?**

Using the ELMO and Graphics Production

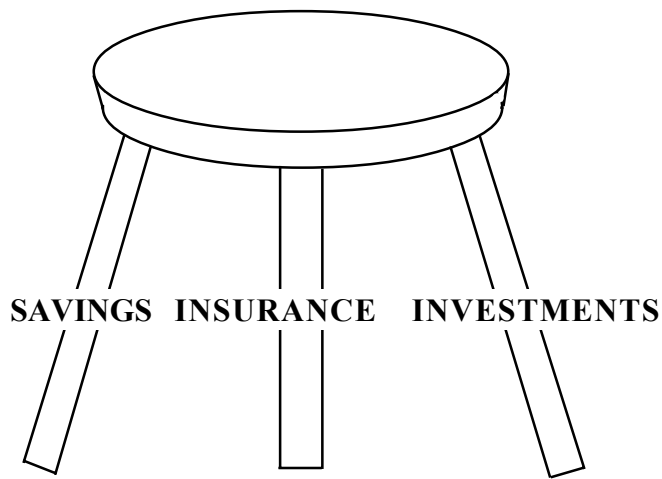


Image Summaries

TIME SAVERS

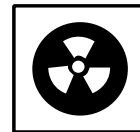
Combining Tasks

Daily Plans

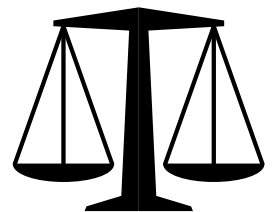
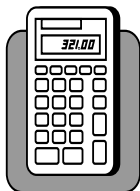
Delegation

Organization

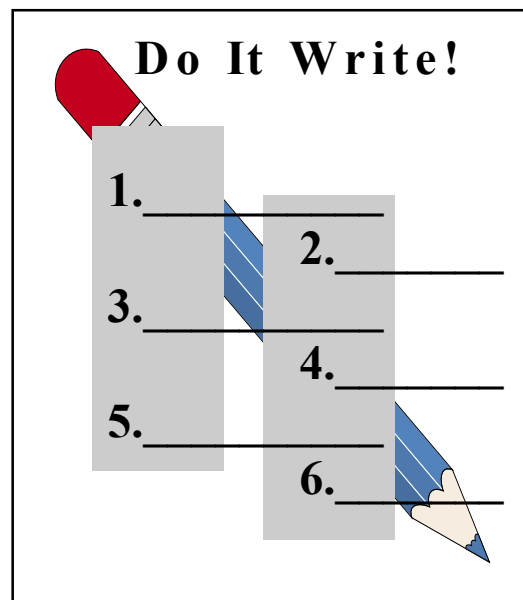
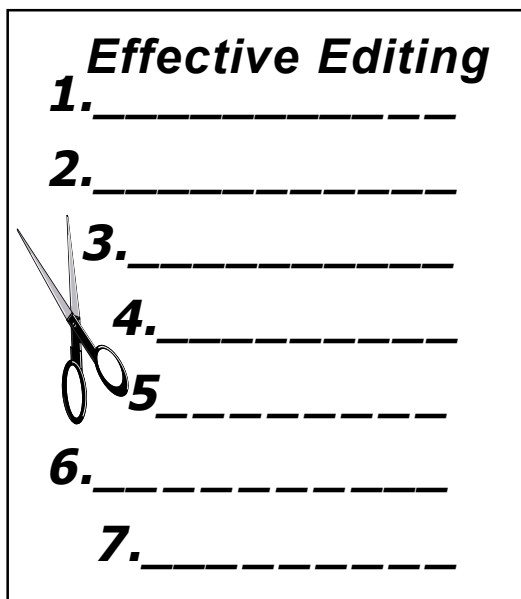
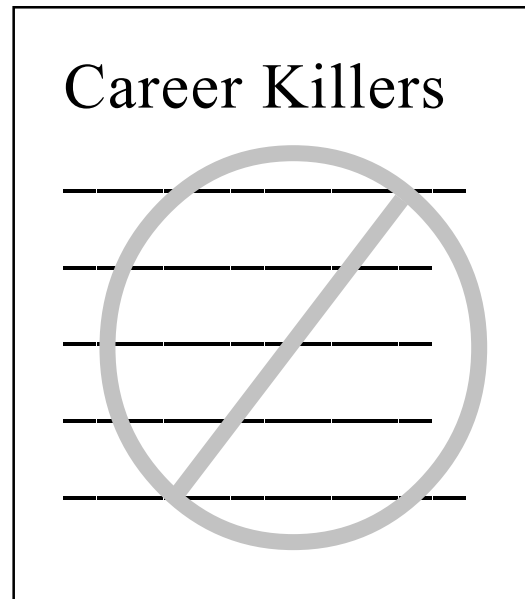
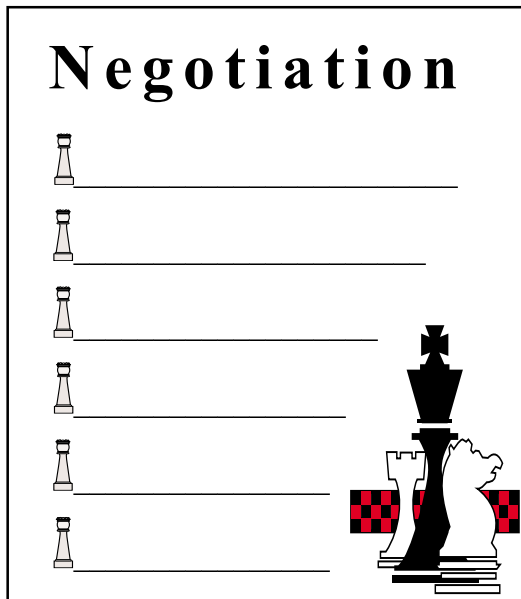
Look at the following symbols from a clip art CD-ROM. What could they mean in one of your lessons?



Clip art from a CD-ROM can be a quick, effective tool to summarize a point, get attention, prompt a question, crystallize a thought, or direct an activity.



Using the ELMO and Graphics Production



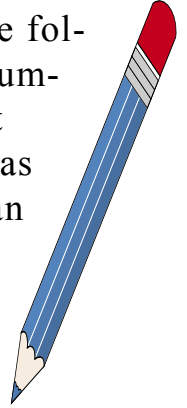
- Build around a dominant image.
- Design a path for the eye to follow.
- Leave **white** space.
- Keep it simple (KISS).
- Maintain consistency in design.

Using the ELMO and Graphics Production

Try it!

Creating Visual Information

Create simple sketches depicting how you might represent any of the following concepts visually. Your sketches might include an “image summary” of the content, a model, a graphic, or any of the visual or text design ideas presented on the previous pages. Try to be as creative as possible with the sketches and perhaps try to come up with more than one sketch for each concept. Share your ideas on the ELMO!



Diffusing Stress Through Balance

Health

Relationships

Career Growth

Personal Development

Spiritual Growth

Building a Winning Team

Purpose

Positions

Personalities

Performance

Productivity

Project Management Constraints

Time Constraint

Budget Constraint

Quality Specifications

Steps for Time/Life Management

Clarify Roles

Create Goals

Plan Weekly

Commit Daily

The Planning and Budget Cycle

Planning

Capital Budget

Operating Budget

Cash Budget

Performance Reporting

Practice Sheet for ELMO/Graphics Production Demonstration in Class

Use this page to make your slide on ELMO or on the computer. Plan to take two minutes at the EDNET console to “show off” your work. Be sure to prepare this slide in LANDSCAPE format.

DON'T FORGET—PREPARE THIS SLIDE IN LANDSCAPE FORMAT